



MEMORALDUM FOR: Ciniof, Plans and Policy Staff

17 January 1957

SUBJECT:

Mockly Activities Report #3 10 January through 17 January 1957

	Document Mc.	
Ž,	SIGNIFICANT ITEMS - None. No Change in Casa.	
2.	OTHER ACTIVITIES Auth.: 43 1.2	25 X 1
	a. Ork crientarion tarteer 3.10.78 By: 35	
	(1) On Honday, 14 January, the CIA Introduction program was conducted for people.	25X ⁻
	(2) The CIA Review was held for oversees roturnees on 10 January.	25X

b. <u>Intelligence Orientation</u>

(1) The first week of Intelligence Orientation #5 ended on Friday, 11 January. The student body has remained surprisingly affable in spite of the shortage of heat in the Auditorium.

25X1

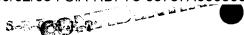
(2) On 14 January began the presentation of a special Writing Workshop for the Office of Communications at

25X1

(3) All of the display exterial used in the Intelligence Products Exhibit has been photographed. Copies of appropriate photographs will be sent to the exhibitors for their records and for use as a basis for revision of the exhibits as necessary.

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e. Henegement Training	25 X 1	
(1) The hanagement (Special) presentation for FE is now in its second week. members of the FE Division are attending.	25X1	
(2) students are now envolled for Basic Management $\#31$, scheduled to begin 22 January.		
d. Intelligence Training	25 X 1	
(1) Mr. Clarke of CBI has been working on a problem in the production of National Intelligence Surveys for use in Intelligence Techniques. He expects to have the material assembled by 25 January, at which time will discuss	25X1	
the problem with him.	23/1	
	25X1	
e. Administrative Training	25 X 1	
met with		
Logistics Area Records Cificer, sencerning preparation of the special Cable and Dispatch training, which will be presented on		
16, 17, and 18 Jammary to secretaries and stonographers of the Office of Logistics.	25X1	
	25X1	
f. Reading Improvement	25X1	
ONE, and OCR, regarding the readability survey		
does not approve of the survey but he will cooperate;	25X ²	
expressed doubt as to the value of the survey.	25/	
(2) attended a meeting of the		
Washington Adult Reading Improvement Association on Tuesday, 15 Jameary. The program included a talk by Mr. Stanford Taylor,	25X1	
President of Educational Development Laboratories.	207(1	
g. Instructor Training	25 X 1	
(1) is working with and members of		
his staff on the compilation of color slides which will show the	051/4	
RI records problem. Another set of slides is being planned to show a solution.	25 X 1	



h. Clerical Training

3.

(1) During the week of 7 January there were people in Clerical Induction Training and people in Clerical Orientation.	25X′
(2) The results of the official Agency tests administered by Clerical Induction to entrance on duty employees for the week of	25X
7 January were as follows: Of people tested in shorthand, none qualified; of people tested in typewriting, qualified.	25 X
(3) On 12 January met with the Clerical Recruitment	25 X 1
Branch of the Personnel Procurement Division at its semi-annual briefing of the field clerical recruiters. She discussed the	25 X 1
Clerical Training offerings with special emphasis on training in shorthand and typowriting. At this meeting praised the OTR Bulletin and expressed the desire that the Office of	25 X 1
Personnel have a similar magazine within that Office.	25X1
(4) introduced at the Clerical Training staff meeting on 9 January.	25 X 1
i. Visual Aids Staff	25 X 1
The weekly ectivities report of VAS is attoched.	
PERSONNEL NOTES	
a. who has been a senior editor in the Economic Area of ORR, reported for duty on 15 January.	25 X 1
b. becars	25 X 1
Saturday, 12 January, She will be on leave until h February,	25 X 1
Acting Chief, Intelligence School	
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